



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Museum Technician	549-677-2870-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital	Museum Technician	R11
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museums	111 I Street	Vacant
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Museum Curator III
POSITION DESCRIPTION		
<p>Under the direction of the Museum Curator III, the Museum Technician reports to the California State Railroad Museum (CSRM) Library at 111 "I" Street in Sacramento. The work week for this position is Monday through Friday. Occasional weekend or evening hour assignments may be scheduled. Performs skilled tasks in maintaining and preserving museum exhibits that house collection items and collections materials through routine maintenance.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40	<u>EXHIBIT MAINTENANCE</u> Works with the Museum's exhibits team to perform routine, minor maintenance of exhibits. Maintains records associated with maintenance tasks. Manages the working relationship with the Volunteer Exhibit Maintenance Team to establish and maintain a routine exhibit maintenance schedule and its associated documentation. Collects, organizes, delegates, and executes exhibit maintenance tasks. Coordinates with Collections staff to handle and preserve collections materials and artifacts on exhibit. Manages the routine maintenance and operation of the Jr. Engineer Zone Children's Play Area.	
35%	<u>ARTIFACT/EQUIPMENT MAINTENANCE</u> Maintains the operating toy train layout in the Thomas W. Sefton Toy Train Gallery, which features historic artifacts from the Museum's collection. Manages the relationship with the Volunteer Toy Train Mechanic and Volunteer Exhibit Maintenance Team to inspect objects for change, and monitor the lighting, electrical systems, layout operation, and HVAC inside exhibit cases. Performs regular cleaning and lubrication of track and reproduction toy trains. Collaborates with Collections staff to clean artifacts on the layout and inside exhibit cases using professional museum techniques. Makes minor repairs and adjustments to layout and running toy trains, as needed. Coordinates supply and equipment purchases. Maintains the National Model Railroad Association Gallery exhibit.	
20%	<u>Administration/Collections Handling</u> Assists Collections staff with incoming and outgoing loans of artifacts and equipment maintaining the record and cataloging of objects. Pack, move, and transport artifacts using professional museum practices and methods within the district's facility or other locations.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	



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5%	Other job-related duties as assigned and necessary for operational continuity. Attend and participate in staff and safety meetings and required training. Accurately maintains reports, as needed. Interacts with park visitors and provides excellent customer service.	
TYPICAL WORKING CONDITIONS		
Ability to work in outdoor, indoor areas or warehouse environments that may be dusty, smoky, and seasonably hot or cold. Walk distances on uneven surfaces.		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE